

Oregon Wing CAP Wing Staff Procedure

24 July 2005

Title: Member Temporary Suspension Procedure

Purpose: This procedure states the process used when a member must be suspended from duty for any reason. This procedure applies to members that are accused of cadet protection policy violations, or being grounded from flying, or suspended for any emergency services qualifications, or other duty suspensions.

Process:

1. The unit commander, activity commander, or wing commander shall verbally notify the member of the suspension. The discussion must include the following information.
 - a. A description of the duties being suspended
 - b. A description of the duties and privileges of membership that have not been suspended.
 - c. The responses for the suspension.
 - d. The process for resolving the suspension.
2. The suspension shall be provided in writing to the member within 7 days. The written suspension shall include all the information covered in item 1 above.
3. If a unit or activity commander suspends a member, the commander shall notify the wing commander as required in CAPR 60-1 parag. 2-11 if a flying suspension and as required the mishap and abuse notification procedure for other suspensions.
4. If the suspension involves flying, the procedure in CAPR 60-1 parag. 2-11 shall be followed.
5. The wing commander may involve the Wing Inspector General, if an inspection is needed to resolve the facts and develop findings.
6. The member shall be given a opportunity to meet with the suspending commander and discuss the case. The unit commander may have this meeting at any time, but must have the meeting prior to rendering a decision. Members suspended from flying may request a reconsideration of the decision as provided in CAPR 60-1 parag. 2-11c.
7. Once the investigation is complete the suspending commander shall notify the member of any decision regarding the case and change in the member's status in writing within a reasonable time, but not more than 60 days.

Forms:

1. none

Related regulations:

CAPR 123-2 Complaints

CAPR 52-10 CAP Cadet Protection Policy

CAPR 60-1 CAP Flight Management

CAPR 60-3 CAP Emergency Services Training and Operational Missions